

Elements of Effective PowerPoints

Use this checklist to review the PowerPoints created by others in the class. The checklist includes components highlighted for each weekly session of the course. The checklist for Week 5 also includes general best practices to consider when designing PowerPoints. They follow the components checklist.

Use the checklist to evaluate your own PowerPoint for effective elements.

Week 5

- 1._____ Title Slide for slide 1
- 2._____ Outline of presentation
- 3._____ Slide(s) with bulleted text
- 4._____ Clip art included that matches ideas or themes of text
- 5._____ Slide transitions
- 6._____ Presentation saved
- 7._____ Pictures / Images from files, clipart, Internet
- 8._____ Object(s) animated
- 9._____ Self-running show
- 10._____ Change background
- 11._____ Grouped objects
- 12._____ Autoshapes
- 13._____ Table (s)

- 14.____ Diagram(s)
- 15.____ Created hyperlink (s) to an Internet address (url)
- 16.____ Created hyperlink(s) to another slide in the slide show
- 17.____ Action buttons
18. ____ Link to a file or document
- 19.____ Narration